

Job Description

Missouri State Highway Patrol

Class Title: Criminalist Supervisor - Toxicology

Title Code: V00514

Effective Date: 07/25/96

Date Reviewed: 12/14/01

Date Revised: 10/06/05

Immediate Supervisor: Assistant Division Director

Position Supervised: Criminalist I, II, III

FLSA Classification: Partial-Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a very responsible professional, supervisory, and advanced technical position. Work includes performing and/or supervising complex and technical work in the scientific analysis of biological fluids and alcoholic beverage samples in criminal and other related investigations. Direction is received from the laboratory director who makes special assignments and reviews the work through the evaluation of reports and meetings.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides direct supervision of criminalists and laboratory assistants (e.g., delegates work and monitors completion of same, provides guidance and technical assistance, and ensures work is performed according to legal and safe guidelines).

Performs a variety of administrative duties (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and problems associated with subordinates; prepares correspondence; conducts and attends meetings; serves on committees and advisory boards, as assigned; recommends personnel decisions to staff).

Briefs division director on division activities to include case assignment, status of pending casework, and any other areas of concern that could become public knowledge and/or involve potential legal ramifications for the department.

Serves as the Toxicology Technical Leader for the entire laboratory system.

Confers with other laboratory supervisors and personnel regarding laboratory methodology, safety, current issues, scientific and legal developments, and progress of shared caseload, etc.

Provides recommendations and assists in the development and implementation of new and revised methods of analysis to upgrade laboratory capability.

Makes decisions and guides subordinates on the appropriate test methodology based on the quality and quantity of the submitted sample.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., regarding criminal evidence and crime laboratory procedures.

Performs and monitors quality control evaluations to verify that appropriate testing procedures are being performed.

Reviews and updates standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Assesses submitted evidence and guides subordinates in determining which items are most likely to associate or disassociate the victim or suspect with a crime scene.

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated body fluid evidence).

Regularly accepts and analyzes biological fluids for alcohol and/or drug content submitted by law enforcement agencies from parties involved in criminal activity or death investigations as well as potential and current Patrol employees participating in the Drug Testing Program.

Regularly accepts and analyzes alcoholic beverage samples submitted by the Division of Liquor Control of the Department of Public Safety or evidence seized at crime scenes or during an investigation to analyze and verify the alcoholic content.

Participates in and successfully passes practical competency and/or written test(s) prior to assuming casework using a new or updated testing method.

Interprets test results obtained from the proper chemical and instrumental methods.

Collates data and prepares reports; reviews and edits reports prepared by subordinates for clarity and completeness; ensures the criminalist has properly completed and attached the appropriate forms; submits reports for archiving, classification, and proper dissemination per statutory and/or department requirements.

Routinely testifies as an expert witness in a court of law while maintaining composure under intense cross-examination; prepares evidence and exhibits; trains subordinates about the role of an expert witness in legal proceedings; reviews division personnel testimony and provides input, as needed.

Participates in and monitors the proficiency testing program for the section; maintains files regarding proficiency testing.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers as well as learn about any new developments and/or trends.

Periodically monitors subordinate's job performance and provides appropriate feedback; prepares and conducts a formal evaluation in consultation with division director.

Conducts training of law enforcement personnel about biological fluid analysis, alcoholic beverage sample analysis, collection and preservation of evidence, and chain of custody procedures.

Educates prosecuting attorneys about complex scientific analysis and serves as a technical advisor during trial proceedings.

Reviews requests for equipment, materials, and/or training by division personnel; makes

recommendations to division director regarding same and communicates decision to affected personnel.

Confers with scientific equipment manufacturers, writes specifications for new scientific equipment, and assists in selecting successful bidders on this equipment.

May interact with television, radio, or print media personnel regarding forensic science informational news spots.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier).

Plans, reports, improves, directs, and evaluates the procedures, methods, and personnel associated with the section.

Performs job-related travel, as needed.

Purchases and maintains inventory of laboratory supplies and equipment for use in the Toxicology Section.

Performs instrument preventive maintenance and repair, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the procedures and methods used in processing biological fluids and alcoholic beverage samples.

Extensive knowledge of the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Extensive knowledge and practice of the safety rules and procedures associated with laboratory equipment and chemicals.

Extensive knowledge of quality control procedures, proficiency testing, and competency tests.

Extensive knowledge of the chain of custody for evidence.

General knowledge of the principles of supervision.

Skill in supporting subordinate's decisions and actions in processing casework.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to research new equipment, write bid specifications, and deal with bidders.

Ability to review the work of subordinates and provide constructive criticism.

Ability to perform administrative duties as detailed in the description of duties.

Ability to review requests for equipment, materials, and training and make recommendations

regarding same.

Ability to generate and receive requests for information from a variety of individuals regarding forensic science.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend laboratory findings in court.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, actual court appearances, and teaching training courses).

Ability to distinguish colors necessary to perform laboratory tests.

Ability to examine forensic evidence and recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to handle several projects simultaneously.

Ability to plan, report, improve, direct, and evaluate the overall operation of and subordinates assigned to the section.

Ability to review and revise manuals.

Ability to educate individuals regarding forensic science.

Ability to develop methods and/or techniques to upgrade laboratory capability.

Ability to train subordinates.

Ability to formulate logical, reasonable conclusions based on available factual information.

Ability to perform job-related travel (e.g., appearing in court, attending scientific meetings, training seminars, etc).

Ability to participate in and successfully pass practical and/or written competency test(s) prior to assuming casework.

Ability to interact with the media.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in chemistry or one of the natural sciences; coursework must include at least 20 semester hours of chemistry including two semesters of general chemistry and two semesters of organic chemistry, with a minimum acceptable grade of C or equivalent in these courses.

AND

Possess at least three years experience as a Criminalist III - Toxicology or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must be a resident of Missouri at the time of appointment.

Satisfactory completion of a supervisory course within one year of appointment as Supervisor.

Possess a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety (if applicable).

Possess a Missouri Department of Health Type I Permit (Alcohol and Drug Testing).